

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Auditor
Position Number: 58106063
Division: Business & Income Taxes
Grade/Salary: 13/\$27,949
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: No
Hiring Supervisor: Pete Donnelly
Closing Date: January 23, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoy the diversity of working in an office environment. To perform successfully as an Auditor you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires accounting skills, computer skills, and the ability to communicate effectively and respectfully with the public, as well as co-workers. If you have the skills to research, understand and apply laws, rules, policies and procedures as well as the ability to make sound decisions and be accountable for them, we encourage you to apply.

Role Summary and Duties: Responsible for initiating, preparing, conducting, and finalizing audits of returns for individual and withholding tax types. Responsible for the planning, direction and conducting of audits and daily compliance work for Montana's taxes. Performs routine exam reviews or audits of Montana income, and withholding returns to ensure completeness and accuracy. Solicits, prepares, and/or estimates tax returns and tax liabilities for taxpayers based on information received from the taxpayer, taxpayer's accountant, information agents, governmental agencies or other sources. Monitors compliance programs to insure the use of uniform procedures; and assesses tax, penalty, and interest. These positions could require a minimal amount of travel.

Duties:

Predominant/Essential Duties

- Business expert for assigned subject matter.
- Represent the department at all levels of the appeals process including negotiation, conflict resolution, and make settlement recommendations.
- Perform more complex audits of individual income tax returns
- Identify potential fraudulent tax activity
- Assist tax specialists with the preparation of forms
- Review all high dollar refunds for individual income tax

Competencies: Requires the ability to provide timely and concise information to others both orally and in writing; proactively focus efforts and energy on successfully attaining goals and objectives; making difficult decisions and persisting even when confronted by obstacles and/or adversity, including assuming accountability for decisions, actions, and results; and to understand and appropriately apply procedures, requirements, regulations, policies and laws related to position. Requires working knowledge of software, Integrated Information Systems, and other pertinent

computer and communication technology; effective written, oral, and interpersonal communication skills; and theories and practices of auditing and accounting, including various accounting systems. Also requires thorough knowledge of negotiation and conflict resolution.

Competencies and degree of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in accounting or four years of accounting, auditing, or tax examining experience. Other combinations of education and experience will be evaluated on an individual basis.

Education and Experience: The above competencies are typically acquired through a combination of education and experience equivalent to an Associate Degree in Business or related field with course work in accounting and tax or four year's experience in tax examining or a closely related area. Other combinations of education and experience that could provide these competencies will be evaluated on an individual basis.

Special Information: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted

as part of an application will not be passed on to the hiring authority.

Additional Application and Selection Process. Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____